Maricopa County Treasurer's Office
Month End Reports

Introduction

The Agency Month End Reports page is now available and is part of the Account Inquiry Application. The new Month End Reports page will provide access to the monthly and annual agency reports. These reports were previously distributed via CDs.

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Access	This section describes the usual login activity using Account Inquiry.

Maricopa County Treasurer — **Account Inquiry**

Enter your username and password

Username [＿＿＿＿＿＿＿＿]

Password [＿＿＿＿＿＿＿＿]

[Submit]

Agency users can login to Account Inquiry using the following:
- **Username** – existing username issued to the agency user
- **Password –** existing password issued to the agency user

Once the agency user successfully logs into the system they will be routed to the Account Inquiry Main Page. Agency users have the ability to navigate to the new "Month End Reports" page.

Agencies		
District	**Agency Description**	**Authorized Applications**
021	Murphy ESD	ACCOUNT INQUIRY WARRANT MAINTENANCE

Month End Reports   Change Password

Help for this page

Scroll (if necessary) to locate the new "Month End Reports" link at the bottom of the page.
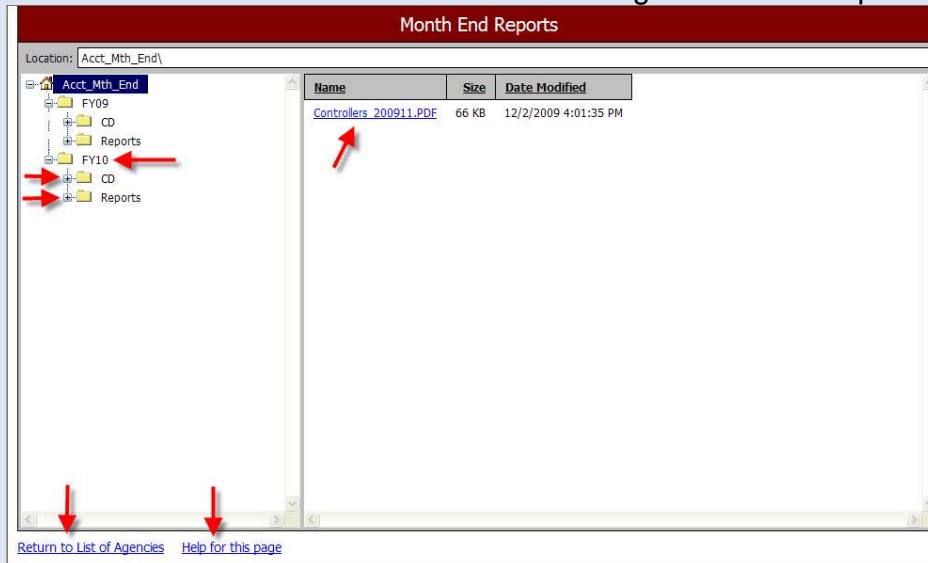
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Features

This section describes the features when using Month End Reports.

1. The new Month End Reports page displays reports by Fiscal Year (FYxx)
2. The Fiscal Year reports are further displayed under a CD or Reports section
3. A report *may* display at the root "Acct Mth End" root directory, which can be accessed by clicking the link to launch the appropriate program, e.g., Adobe (.pdf) for viewing.
4. The name, size and date modified of each report displays. **These columns are sortable**.
5. A "Return to List of Agencies" link is located towards the bottom of the page
6. A "Help for this page" link is also located towards the bottom of the page
7. Agency users can view reports by selecting from one of two directory structures:
   - CD – Reports by Agency Type and Fiscal Year and Month (YYYY-mm)
   - Reports – Reports by Report Type

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Reports by Agency Type:

This section describes report viewing activities when using Month End Reports.

The CD directory is organized into the following subdirectories:
- County Schools
- Finance
- Independent Schools
- Special Districts
- Treasurer

Expand and/or collapse the appropriate Fiscal Year/Month subdirectory to view the desired report. The reports can be accessed by clicking the link to launch the appropriate program, e.g., files with a ".pdf" extension will open in Adobe Reader, files with a ".csv" extension will open in your designated spread sheet software, such as Excel.

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Reports by Type:

This section describes report viewing activities when using Month End Reports.

The Reports directory is organized into the following subdirectories:

• Controllers	• Fund Balances	• Fund Ledgers
• Fund Listings	• Impound	• Invest App
• Levy	• Misc	• Monthly Journals
• Monthly Reg Int	• Rev By Source	• Schools
• Stale Date	• WT Recon	

Maricopa County Treasurer's Office
Month End Reports

Request Assistance

For assistance using the new Month End Reports, please refer to the "Help using Account Inquiry" link or the "Help for this page" link. If additional assistance is needed, please send a detailed request via email to treasurer.accounting@mail.maricopa.gov.

This CD contains month-end reports and data files. The reports are in PDF format and require the Adobe Acrobat reader.

The CD is organized into the following folders:

- County Schools
- Finance
- Independent Schools
- Special Districts
- Treasurer

The reports and data files pertaining to each entity is placed in the appropriate folder. The following information describes the content of each folder.

==
County Schools
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The following reports can be found in this folder:

- Outstanding Warrant Report (Otstnd_Wt_Fund_yyyymm.pdf)
- Fund Ledger Report (Fund_Ledger_Sch_yyyymm.pdf)
- Fund Balance MTD (Fund_Bal_Mtd_yyyymm.pdf)
- Fund Balance YTD (Fund_Bal_Ytd_yyyymm.pdf)
- Revenue By Source Summary (Rev_By_Source_Summary_yyyymm.pdf)
- Controllers Report (Controllers_yyyymm.pdf)
- School Cash Balance Report (School_Cash_Bal_yyyymm.pdf)
- Stale Dated Warrant Report (Stale_Wt_Sch_yyyymm.pdf)
- Investment Apportionment Report (Invest_App_Bal_yyyymm.pdf) [quarterly]

The following data files can be found in this folder:

- School Wt Data (Supt_Sch_Me_yyyymm.dat)
- Warrant Detail Data (Wt_Det_yyyymm.dat)
- Fund Ledger School Data (Fund_Ledger_Sch_yyyymm.csv)

- Fund Ledger School Data (Fund_Ledger_Sch_yyyymm.dat)
- School GL Tran Detail Data (Sch_Tran_Detail_yyyymm.dat)
- School Balance Summary Data (School_Bal_Summary_yyyymm.dat)

School Wt Data (Supt_Sch_Me_yyyymm.dat)
This file contains county school warrant data and was also ftp'd to the schools server as part of the month-end procedure.

Record Layout:

```
Warrant Number                10 characters
Warrant Status Indicator       1 character
        Outstanding = "1"
        Paid = "2"
        Registered = "3"
        Stopped = "4"
        Cancel/Void = "5"
        Archived - Outstanding = "A"
        Archived - Paid = "B"
        Archived - Registered = "C"
        Archived - Stopped = "D"
        Archived - Cancel/Void = "E"
        Stale - Outstanding = "a"
        Stale - Paid = "b"
        Stale - Registered = "c"
        Stale - Stopped = "d"
        Stale - Cancel/Void = "e"
Warrant Amount                18 digits
Payee Name                    40 characters
Warrant Interest              18 digits
Account Number                 8 characters
Voucher Number                 3 characters
Claim Number                   6 characters
PO Number                      6 characters
Sub Fund                       3 characters
Department Number              4 characters
Low Orig                       5 characters
Issue Date                     7 digits (yyyynnn)
                                    yyyy = calendar year
                                    nnn  = day # of year
```

```
Paid Date                            7 digits (yyyynnn)
                                         yyyy = calendar year
                                         nnn  = day # of year
Register Date                        7 digits (yyyynnn)
                                         yyyy = calendar year
                                         nnn  = day # of year
```

<u>Warrant Detail Data (Wt_Det_yyyymm.dat)</u>
This file should contain all outstanding warrants and all warrants which have had any activity this month such as stale dating, paid, registered, stopped, etc.

Record_Layout:

```
District Number                 3 characters
Category Number                 2 characters
Fund Number                     3 characters
Warrant Number                  10 characters
Filler Space                    1 character
Warrant Status Indicator        1 character
        Outstanding = "O"
        Paid = "P"
        Registered = "R"
        Stopped = "S"
        Stale-dated = "D"
        Cancelled = "C"
Filler Space                    1 character
Issue Date                      10 characters (dd/mm/yyyy)
Register Date                   10 characters (dd/mm/yyyy)
Paid Date                       10 characters (dd/mm/yyyy)
Warrant Amount                  10 characters (no decimal point)
Filler Space                    1 character
Payee                           24 characters
Interest Amount                 8 characters (no decimal point)
Department Num                  4 characters
Low Orig                        5 characters
PO Number                       6 characters
Voucher Number                  3 characters
Claim Number                    6 characters
```

```
Filler Space                       4 characters
```

Fund Ledger School Data (Fund_Ledger_Sch_yyyymm.csv)
Comma-delimited file containing GL transaction detail information. The information written includes the following:

```
GL Account Number
   Category Number
   Fund Number
   District Number
Transaction Date
Source Code
Doc-Reference Number
Transaction Code
Transaction Description
Income District
Transfer From Amount
Transfer To Amount
Disbursement Amount
Account Balance
```

Fund Ledger School Data (Fund_Ledger_Sch_yyyymm.dat)
Fixed-field data file containing GL transaction detail information.

Record Layout:

```
GL Account Number              8 characters
Transaction Date              10 characters (yyyy-mm-dd)
Transaction Code               2 characters
Source Number                  5 characters
Doc-Reference Number           8 characters
Transaction Description       40 characters
Transaction Amount            15 digits  (leading sign)
```

School GL Tran Detail Data (Sch_Tran_Detail_yyyymm.dat)
Fixed-field data file containing school GL transaction detail information. This file was ftp'd to the schools server as part of the month end processing.

Record Layout:

```
GL Account Number              8 characters
Transaction Date               7 digits (yyyynnn)
                                       yyyy = calendar year
                                        nnn = day # of year
Transaction Code               2 characters
Source Number                  5 characters
Doc-Reference Number           7 characters
Transaction Description        40 characters
Transaction Amount             18 digits
Tran Orig                      2 characters
Schools Reference Number       5 characters
```

School Balance Summary Data (School_Bal_Summary_yyyymm.dat)
Fixed-field data file containing GL account summary information.

Record Layout:

```
Fund Number                    3 characters
District Number                3 characters
Beginning Balance              12 digits
MTD Revenue                    12 digits
MTD Disbursements              12 digits
Transfers From                 12 digits
Transfers To                   12 digits
Filler Space                   18 characters
```

```
================================================================
Finance
================================================================
```

The following reports can be found in this folder:

- Warrant Recon Report (Wt_Recon_Me_Fin_yyyymm.pdf)
- Outstanding Warrant Report (Otstnd_Wt_Fund_yyyymm.pdf)
- Fund Ledger Report (Fund_Ledger_Fin_yyyymm.pdf)
- Fund Balance MTD (Fund_Bal_Mtd_yyyymm.pdf)
- Fund Balance YTD (Fund_Bal_Ytd_yyyymm.pdf)
- Revenue By Source Summary (Rev_By_Source_Summary_yyyymm.pdf)
- Stale Dated Warrant Report (Stale_Wt_Fin_yyyymm.pdf)
- Investment Apportionment Report (Invest_App_Bal_yyyymm.pdf) [quarterly]

The following data files can be found in this folder:

- Warrant Detail Data (Wt_Det_yyyymm.dat)
- Fund Ledger Finance Data (Fund_Ledger_Fin_yyyymm.csv)
- Fund Ledger Finance Data (Fund_Ledger_Fin_yyyymm.dat)

Warrant Detail Data (Wt_Det_yyyymm.dat)
This file should contain all outstanding warrants and all warrants which have had any activity this month such as stale dating, paid, registered, stopped, etc.

Record_Layout:

```
District Number                  3 characters
Category Number                  2 characters
Fund Number                      3 characters
Warrant Number                   10 characters
Filler Space                     1 character
Warrant Status Indicator         1 character
        Outstanding = "O"
        Paid = "P"
```

```
        Registered = "R"
        Stopped = "S"
        Stale-dated = "D"
        Cancelled = "C"
Filler Space                        1 character
Issue Date                          10 characters (dd/mm/yyyy)
Register Date                       10 characters (dd/mm/yyyy)
Paid Date                           10 characters (dd/mm/yyyy)
Warrant Amount                      10 characters (no decimal point)
Filler Space                        1 character
Payee                               24 characters
Interest Amount                     8 characters (no decimal point)
Department Num                      4 characters
Low Orig                            5 characters
PO Number                           6 characters
Voucher Number                      3 characters
Claim Number                        6 characters
Filler Space                        4 characters
```

Fund Ledger Finance Data (Fund_Ledger_Fin_yyyymm.csv)
Comma-delimited file containing GL transaction detail information. The information written includes the following:

```
GL Account Number
   Category Number
   Fund Number
   District Number
Transaction Date
Source Code
Doc-Reference Number
Transaction Code
Transaction Description
Income District
Transfer From Amount
Transfer To Amount
Disbursement Amount
Account Balance
```

Fund Ledger Finance Data (Fund_Ledger_Fin_yyyymm.dat)
Fixed-field data file containing GL transaction detail information.

Record Layout:

```
GL Account Number              8 characters
Transaction Date               10 characters (yyyy-mm-dd)
Transaction Code               2 characters
Source Number                  5 characters
Doc-Reference Number           8 characters
Transaction Description        40 characters
Transaction Amount             15 digits  (leading sign)
```

Instructions for reports previously distributed via CDs

```
===================================================================
Independent Schools
===================================================================
```

The following reports can be found in this folder:

- Warrant Recon Report (Wt_Recon_Me_Pilot_Schools_yyyymm.pdf)
- Outstanding Warrant Report (Otstnd_Wt_Fund_yyyymm.pdf)
- Fund Ledger Report (Fund_Ledger_Sch_yyyymm.pdf)
- Fund Balance MTD (Fund_Bal_Mtd_yyyymm.pdf)
- Fund Balance YTD (Fund_Bal_Ytd_yyyymm.pdf)
- Revenue By Source Summary (Rev_By_Source_Summary_yyyymm.pdf)
- Controllers Report (Controllers_yyyymm.pdf)
- School Cash Balance Report (School_Cash_Bal_yyyymm.pdf)
- Stale Dated Warrant Report (Stale_Wt_Sch_yyyymm.pdf)
- Investment Apportionment Report (Invest_App_Bal_yyyymm.pdf) [quarterly]

The following data files can be found in this folder:

- Warrant Detail Data (Wt_Det_yyyymm.dat)
- Fund Ledger School Data (Fund_Ledger_Sch_yyyymm.csv)
- Fund Ledger School Data (Fund_Ledger_Sch_yyyymm.dat)

Warrant Detail Data (Wt_Det_yyyymm.dat)
This file should contain all outstanding warrants and all warrants which have had any activity this month such as stale dating, paid, registered, stopped, etc.

Record_Layout:

```
    District Number                 3 characters
    Category Number                 2 characters
    Fund Number                     3 characters
    Warrant Number                  10 characters
    Filler Space                    1 character
    Warrant Status Indicator        1 character
```

```
              Outstanding = "O"
              Paid = "P"
              Registered = "R"
              Stopped = "S"
              Stale-dated = "D"
              Cancelled = "C"
Filler Space                     1 character
Issue Date                       10 characters (dd/mm/yyyy)
Register Date                    10 characters (dd/mm/yyyy)
Paid Date                        10 characters (dd/mm/yyyy)
Warrant Amount                   10 characters (no decimal point)
Filler Space                     1 character
Payee                            24 characters
Interest Amount                  8 characters (no decimal point)
Department Num                   4 characters
Low Orig                         5 characters
PO Number                        6 characters
Voucher Number                   3 characters
Claim Number                     6 characters
Filler Space                     4 characters
```

<u>Fund Ledger School Data (Fund_Ledger_Sch_yyyymm.csv)</u>
Comma-delimited file containing GL transaction detail information. The information written includes the following:

```
GL Account Number
    Category Number
    Fund Number
    District Number
Transaction Date
Source Code
Doc-Reference Number
Transaction Code
Transaction Description
Income District
Transfer From Amount
Transfer To Amount
Disbursement Amount
Account Balance
```

<u>Fund Ledger School Data (Fund_Ledger_Sch_yyyymm.dat)</u>

Fixed-field data file containing GL transaction detail information.

Record Layout:

```
GL Account Number              8 characters
Transaction Date               10 characters (yyyy-mm-dd)
Transaction Code               2 characters
Source Number                  5 characters
Doc-Reference Number           8 characters
Transaction Description        40 characters
Transaction Amount             15 digits  (leading sign)
```

```
===================================================================
```
Special Districts
```
===================================================================
```

The following reports can be found in this folder:

- Health Care District Warrant Recon Reports
  (Wt_Recon_Me_Hlth_Svcs_yyyymm.pdf, Wt_Recon_Health_Me_yyyymm.pdf)
- Health Care District Outstanding Warrant Report (Hlth_Svcs_Otstnd_Wt_Fund_yyyymm.pdf)
- Fund Balance MTD (Fund_Bal_Mtd_yyyymm.pdf)
- Fund Balance YTD (Fund_Bal_Ytd_yyyymm.pdf)
- Revenue By Source Summary (Rev_By_Source_Summary_yyyymm.pdf)

The following data files can be found in this folder:

- Warrant Detail Data (Wt_Det_yyyymm.dat)

Warrant Detail Data (Wt_Det_yyyymm.dat)
This file should contain all outstanding warrants and all warrants which have had any activity this month such as stale dating, paid, registered, stopped, etc.

Record_Layout:

```
        District Number                   3 characters
        Category Number                   2 characters
        Fund Number                       3 characters
        Warrant Number                    10 characters
        Filler Space                      1 character
        Warrant Status Indicator          1 character
                Outstanding = "O"
                Paid = "P"
                Registered = "R"
                Stopped = "S"
                Stale-dated = "D"
                Cancelled = "C"
        Filler Space                      1 character
```

Instructions for reports previously distributed via CDs

```
Issue Date                        10 characters (dd/mm/yyyy)
Register Date                     10 characters (dd/mm/yyyy)
Paid Date                         10 characters (dd/mm/yyyy)
Warrant Amount                    10 characters (no decimal point)
Filler Space                      1 character
Payee                             24 characters
Interest Amount                   8 characters (no decimal point)
Department Num                    4 characters
Low Orig                          5 characters
PO Number                         6 characters
Voucher Number                    3 characters
Claim Number                      6 characters
Filler Space                      4 characters
```

===

Treasurer

===

The following reports can be found in this folder:

- Warrant Recon Report (Wt_Recon_Fund_Me_yyyymm.pdf)
- Health Care District Warrant Recon Reports
  (Wt_Recon_Me_Hlth_Svcs_yyyymm.pdf, Wt_Recon_Health_Me_yyyymm.pdf)
- Outstanding Warrant Report (Otstnd_Wt_Fund_yyyymm.pdf)
- Journals Monthly Report (Journals_Monthly_yyyymm.pdf)
- Fund Ledger Treasurer Report (Fund_Ledger_Treas_yyyymm.pdf)
- Fund Ledger Treasurer Fiche Report (Fund_Ledger_Fiche_Treas_yyyymm.pdf)
- Fund Balance MTD (Fund_Bal_Mtd_yyyymm.pdf)
- Fund Balance YTD (Fund_Bal_Ytd_yyyymm.pdf)
- Revenue By Source Detail (Rev_By_Source_Detail_yyyymm.pdf)
- Revenue By Source Summary (Rev_By_Source_Summary_yyyymm.pdf)
- Controllers Report (Controllers_yyyymm.pdf)
- School Cash Balance Report (School_Cash_Bal_yyyymm.pdf)
- Banker Tax Exempt Report (Banker_Tax_Exempt_yyyymm.pdf)
- Fund Listing Report (Fund_Listing_yyyymm.pdf)
- Fund Listing Demand Report (Fund_List_Demand_yyyymm.pdf)
- Stale Dated School Warrant Report (Stale_Wt_Sch_yyyymm.pdf)
- Stale Dated Finance Warrant Report (Stale_Wt_Fin_yyyymm.pdf)
- Investment Apportionment Report (Invest_App_Bal_yyyymm.pdf) [quarterly]
- Levy Report (Levy_yyyymm.pdf)
- Levy Month Summary Report (Levy_Mo_Sum_yyyymm.pdf)
- Levy District Summary Report (Levy_Dist_Sum_yyyymm.pdf) [year-end]
- Levy Fiscal Year Totals Report (Levy_Fy_Totals_yyyymm.pdf) [year-end]

The following data files can be found in this folder:

- Warrant Detail Data (Wt_Det_yyyymm.dat)

Warrant Detail Data (Wt_Det_yyyymm.dat)

This file should contain all outstanding warrants and all warrants which have had any activity this month such as stale dating, paid, registered, stopped, etc.

Record_Layout:

```
District Number                 3 characters
Category Number                 2 characters
Fund Number                     3 characters
Warrant Number                  10 characters
Filler Space                    1 character
Warrant Status Indicator        1 character
        Outstanding = "O"
        Paid = "P"
        Registered = "R"
        Stopped = "S"
        Stale-dated = "D"
        Cancelled = "C"
Filler Space                    1 character
Issue Date                      10 characters (dd/mm/yyyy)
Register Date                   10 characters (dd/mm/yyyy)
Paid Date                       10 characters (dd/mm/yyyy)
Warrant Amount                  10 characters (no decimal point)
Filler Space                    1 character
Payee                           24 characters
Interest Amount                 8 characters (no decimal point)
Department Num                  4 characters
Low Orig                        5 characters
PO Number                       6 characters
Voucher Number                  3 characters
Claim Number                    6 characters
Filler Space                    4 characters
```